



## **MINUTES MEETING OF ASSOCIATES**

Location : MELIÀ Palma Marina hotel, Palma  
Date : Thursday September 12th 2019



## MINUTES MEETING OF ASSOCIATES

Present at the meeting:

Board:

mr. J.W. Bentinck (Willem)	Netherlands - Amsterdam-IJmond (chairman)
mr. K.M. Duncan (Kurt)	Trinidad & Tobago (vice-chairman)
mr. B.A.L. Dockx (Bruno)	Belgium - Antwerp-Brabo (secretary)
mr. T.S. de Groot (Tjitte)	Netherlands - Rotterdam-Rijnmond (treasurer)
mr. C.C. Kline (Chris)	Australia – Brisbane (member)
mr. K.A. McLean (Keith)	Scotland – Edinburgh (member)
mr. L. Al-Murtaji (Lafi)	Kuwait – KOC (member)
mr. A. Leemborg (Hans)	Netherlands - IUG (IUG administrator)

Associates:

001 - Rotterdam-Rijnmond  
002 – Brabo Antwerp  
003 – Amsterdam-IJmond  
004 – Varna Pilots  
005 – Noord-Eemshaven  
006 – Forth Pilots  
007 – Trinidad Tobago  
008 – Liverpool  
009 – Brisbane  
012 – Port of Tyne  
013 – Scheldemondden  
014 – Kuwait  
015 – Abu Dhabi Marine Services LCC Safeen  
016 – Port of Cork  
017 – Palma de Mallorca  
018 – DP World Dubai

Not present:

010 – Port Hedland  
011 – DİTAŞ Deniz İşletmeciliği ve Tankerciliği A.Ş  
019 – ADNOC Logistics & Services  
020 – Woodside Energy Ltd

Visitors:

Danmark	Danish Pilots
Oman	Sohar
Spain	Puertos del Estado
	DGMM (Dirección General de la Marina Mercante)
	ABP (Autoridad Portuaria de Baleares)
	Valencia Pilots
	Ibiza Pilots
	Coruña Pilots
	Santander Pilots
	Sevilla Pilots
	Hiades
Norway	Norwegian Pilots Association
England	LOC
	Right Ship
Greece	Lloyds



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### 1. Welcome/opening.

Chairman opens the meeting at 14:00 and welcomes the associates and visitors. We hope that pilot organizations who are considering certification will get a good view of what the IUG stands for and hopefully they will go for ISPO certification and become a member of the IUG. The visitors do not have the right to vote.

The chairman gives a short evaluation of the conference here in Palma. He thanks the associates and speakers. He appreciates the effort of everyone present here.

### 2. Announcements from the board.

After the translation of the standard in Spanish, there is now also an Arabic version of the ISPO standard. Capt. Lafi Murtaji hands the ISPO Part A, B and C in the Arabic language over to the chairman. The translation is reviewed by an official translation agency. Capt. Lafi indicates the translation has been sent to all neighbouring countries in the region to bring ISPO to their attention. The chairman thanks Capt. Lafi and KOC for the translation and for his efforts in the development of ISPO.

The chairman summarizes the highlights of the meeting in Brisbane last year.

- Bruno Dockx was appointed as Board member and remains as secretary of the IUG.
- A new article( art. 10) in the Internal Regulation regarding termination IUG has been adopted.
- Strategic Plan:
  - The classification societies have indicated that they have problems to find auditors who meet the requirements of the IUG. An amendment is drafted, see agenda item 9.
  - The working group carried out the items included in the strategic plan in 2018/2019 such as Gap Analyses and Feasibility of auditing Part C.
  - Based on presentations in Brisbane regarding risk management it was decided to review chapter 11 of the code, see later agenda item 10.

Since the conference in Brisbane there are no new pilot organizations ISPO-certified. Total members 896 (2018: 904). Sohar and the Norwegian Pilots are probably certified at the end of the year. There are a lot of pilot organizations who are interested ISPO.

A request for recognition of Intertek, a consultancy, as ISPO certification society has been declined. They do not meet the requirements in Part C, art. 2.4.

### 3. Minutes of the IUG meeting in Brisbane on October 18th , 2018.

No written comments have been received and no comments were made during the meeting. The minutes have been adopted.



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### 4. Financial Statements.

- Financial Report 2018

The treasurer explains the figures. The equity is above the minimum threshold. The total result was more than budgeted due to more income of contributions and no claim was made for financial support by BMP to organize the Brisbane conference. The figures have been checked and approved by the two financial auditors, Tim Wingate and Aidan Fleming.

No major deviations are expected for the current year 2019. Mallorca Pilots have indicated they probably want to make a partial claim to the financial support for organizing the conference. Two sponsors have withdrawn and we are waiting for the final calculations.

There are no comments and the financial report 2018 has been adopted.

- Budget 2020 & Membership Fee

The treasurer explains the figures. The membership fee income is based on 896 members (2019), if Sohar and Norwegian Pilots become ISPO certified this amount will increase. The travel and accommodation costs is doubled compared to 2019 because it is not yet known where the conference will be held. The administrative costs is raised due to workload of the administrator. The total result will be a negative amount for 2020.

The treasurer explains the policy Membership fee, upwards in case the reserve is less than € 40.000,- or downwards in case the reserve is more than € 100.000,-. With the foundation equity and the expected positive result for 2019, there is no reason to increase or decrease the membership fee and remains on €35 per pilot. The board has approved the financial statements and will present it in the meeting of associates tomorrow.

There are no comments and the budget 2020 has been adopted.

### 5. New financial auditor.

As agreed, the financial auditor rotates every two years. Therefore Capt. A. Fleming is stepping down. The chairman thanks Aidan for his commitment and asks for a new candidate as financial auditor. Capt. Neville Dring steps forward as Aidan's successor.

Capt. Neville Dring is appointed as the new financial auditor.

### 6. Election Board member / Composition of IUG Board

Capt. Kurt Duncan has indicated not to continue as a member of the IUG Board for another term. Capt. Matt Easton is the only candidate. We are pleased to announce that Matt Easton is a candidate to be member of the Board. The meeting approves the appointment of Capt. Matt Easton as successor of Capt. Kurt Duncan.

The chairman thanks Kurt Duncan for all the work he has done for the IUG. Capt. Kurt Duncan thanks the chairman for the nice words and wishes all associates all the best and hopefully a steady growth for the next coming years of ISPO certified organizations. Capt. Keith McLean will be the new vice chairman.

In 2020, Capt. Chris Kline will no longer be available for a new term as a member of the IUG Board. We are looking for new candidates.



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### 7. Working group

The composition of the working group is:

Mariya Todorova Mihaylova	-	Varna Pilots, Bulgaria
Bruno Dockx	-	Brabo Antwerp, Belgium
Silvia Linssen	-	Dutch Pilot organization
Chris Kline	-	Brisbane, Australia
Tim Wingate	-	Forth Pilots
Hans Leemborg	-	IUG Administrator

The working group has continued its work according to the strategic plan regarding the Gap analyses, works on a handbook to make Part C auditable, prepared amendment ISPO Part C, Article 2.4.4. ( agenda item 9) and formulating an advice regarding Risk Management (agenda item 10)

### 8. Strategic plan

To make ISPO part C auditable, we have produced a handbook in which all procedures have been identified. By doing so it has become clear who is responsible for each process. This creates transparency. With the elaboration of all processes, all documents such as forms, work instructions, job descriptions etc. will be linked to each other. The development of the handbook will continue.

A debate about the usefulness of Part B is initiated. Part B was a good guideline in the first few years of the ISPO code, but is it still needed? As there are now 20 pilot organizations certified examples of best practice or implementation of the code can be obtained from ISPO accredited organizations. Perhaps we have to alter Part B in a textbook 'Guide of Good Practice' or 'ISPO implementation manual'. The board will consider a way forward.

### 9. Amendment ISPO Part C, Article 2.4.4.

Classification Societies have indicated they are having difficulty in finding competent auditors with an STCW 78 qualification and sufficient experience as set in article 2.4.4. sub b.

The IUG prefers auditors to be in the possession of an STCW 78 certificate but acknowledge the ongoing trend that the pool of seamen who choose an auditing career after having served in a senior position on board a vessel is becoming more and more scarce. The continuity of the ISPO standard is at stake when no competent auditors who meet the ISPO requirements are available for (re) certification. Therefore, we must act pragmatically and propose an escape clause in Article 2.4.4.

The board proposes to amend Article 2.4.4. as follows:

#### Old:

2.4.4. It is the responsibility of the classification society to provide competent auditor(s).

The basic requirements of an auditor are:

- Certificate of an IRCA-approved lead auditor-course or similar level approved by the IUG Board.
- Holds an STCW 78 (as amended) maritime management level qualification and a minimum of at least one year experience in a senior position on board of a vessel
- Thorough knowledge of the ISPO



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### New:

- 2.4.4. It is the responsibility of the classification society to provide competent auditor(s).  
The basic requirements of an auditor are:
- Marine Management Systems auditor as per IACS PR10 or IRCA Lead Auditor as mandatory for ISO Certification Scheme Auditors **with a ship management specific authorization.**
  - Holds an STCW 78 (as amended) maritime management level qualification and a minimum of at least one year in a senior position on board of a vessel **or a proof of equivalent experience in, and knowledge of the maritime industry may be accepted after approval of the Board.**
  - Thorough knowledge of the ISPO.

A discussion follows. All comments have been duly noted. The board will decide at the board meeting 'after' which text will be implemented.

### 10. Review chapter 11, Risk Management

After the Brisbane conference, it was decided to review ISPO Part A and B, Chapter 11, Risk Management. The discussion is mainly about how many details we want to include in Part B, the guideline of the ISPO. See also agenda item 8. We would like to professionalize the Risk Management chapter and will continue this process.

### 11. Proposal Woodside to amend ISPO part B, section 7.6 Embarkation and disembarkation.

The board greatly appreciates the fact that Woodside Energy Ltd is proposing an amendment to ISPO Part B and also encourages other members to come forward with proposals to further develop the ISPO.

IUG member Woodside Energy Ltd. has been focusing in recent times on one important topic: PILOT Ladder Marine Transfers. They have submitted a proposal to consider to amend ISPO part B, section 7.6 Embarkation and disembarkation to support safe port operations.

The proposal is to add the below points into section 7.6 (Part-B):

- Pilot organisation should provide Pilot Ladder training for all marine pilots and or visitors (those making trips out to ships) made available and demonstrate access to such training specifically to those pilots who are returning back to active duty after a medical condition.
- Pilot organisations to incorporate in their Safety Management System (SMS) the pilot ladder boarding requirements (pre-arrival process) to request Ships to provide Pilot ladder certification in compliance with ISO-799 (2019 version) which requires all pilot ladder to be either tested every 30 months or provide new Pilot Ladders (AGE Criteria being 30 months).

A discussion starts. It is concluded not all ISPO-certified pilot organizations are responsible for transport pilots or visitors. Therefore it is not desirable to include this proposal in Part B. However, a solution can be found in making instructional videos. The videos can be placed on the website of the pilot organization and/or IUG website and must be viewed by visitors before transport. Pilot ladder training is normally already included in the pilot training (chapter 6, Part A).



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The same applies to the second item of the proposal. It might work for a small pilot organization, but not for a large one. Every organization can decide for itself to include this in its procedures. We will inform Woodside Energy Ltd about the discussion and the decision taken.

12. Promotional activities.

The IUG currently has no communication team promoting ISPO. We use the conferences to bring ISPO to the attention of pilot organizations and we ask members to propagate ISPO to other pilot organizations in their region.

A proposal is made to make an ISPO video and post it on YouTube. YouTube is the medium for getting information. The video must present a good view of the benefits of ISPO and how a pilot organization can achieve ISPO certification.

We will ask the speakers of the conference if it is possible to share their presentations on the IUG website.

13. Location of ISPO conference and meetings 2020 (to be decided) and 2021 (Cork).

The location for the conference in 2020 is not yet decided. We have several options and let you know as soon as possible the decision of the board.

In 2021 Port of Cork will be the host of the conference.

14. Any other business.

Mr. Clive Sheard (visitor) proposes to consider to carry out an audit at the tugboat services in order to bring additional practical value/credibility to the ISPO audit.

Any ideas, important issues etc. to improve the ISPO/IUG can be sent to the administrator.

15. Closing.

The chairman ask José to step forward. He thanks him for organizing this conference at this beautiful location with a very interesting program. It was a very successful conference.

Chairman closes the meeting at 15:45.